


# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief of Information & PR Specialist	CLASSIFICATION CODE: 02761500
	SALARY RANGE: 0029A \$44,044 - \$49,814	REFERENCE POSITION NO.: 02841-80300 #050
	Department or Agency Name OC & A	APPLICATION PERIOD: Sept 13 thru Sept. 24, 04
	Division/Section/Unit Public Utilities & Carriers	
	Assignment(s) / Comments	
	Shift and Days: Monday - Fridays 8:30am-4:00pm	Job Location: 89 Jefferson Blvd. Warwick, RI 02888
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u>
	Name of Bargaining Unit Union:	
	There is* <u>X</u> is not _____ a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>DUTIES / RESPONSIBILITIES:</b> Within the Division of Public Utilities and Carriers and the Rhode Island Public Utilities Commission, to serve in a responsible capacity to the Administrator by relieving him/her of administrative details relating to the initiation, planning, coordination, supervision and review of continuous information, educational, community relations and public relations programs; to develop and maintain a continuous coordinated effort and liaison with and between the Division and other branches of government, consumer groups, customer groups and all other stakeholders; and do related work as required.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing; and <b>Experience:</b> Such as may have been gained through: Considerable employment in a highly responsible position requiring important administrative decision making experience based on fact finding and administration of laws or programs in government or private employment along with strong oral and written communications ability.	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Raymond F. Allen Division of Public Utilities & Carriers 89 Jefferson Blvd. Warwick, RI 02888	
	<b>Telephone #:</b> 941-4500 Ext. 117 <b>Fax #:</b> 941-9207 <b>TTY/TDD #:</b> (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER